

CONFIDENTIAL

Approved For Release 2005/06/22 : CIA-RDP84-00688R000200130002-9

12 November 1982

MEMORANDUM FOR: Chief, Benefits and Services Division

25X1 FROM: [REDACTED]
 Chief, Central Processing Branch
SUBJECT: Space Requirements for CPB

During the past year, CPB has picked up an additional person in the Finance Section and also had installed a part of the [REDACTED] All space is now utilized to the utmost and upon receipt of the additional [REDACTED] equipment including four (4) more CRT units and two (2) [REDACTED] printers we will be sorely pressed for more room.

Additionally, there is a security problem which I believe deserves attention. CPB is tasked with the reimbursement of Invitees. Under current arrangements they are intermingled with all Agency travelers in the CPB reception area and are reimbursed in locations which are adjacent to those where discussions of classified information pertaining to passports, visas, travel, etc. may be taking place. A defined isolated area for the Finance Section which handles the reimbursement is needed to protect both the security and cover of Agency employees transiting CPB. Relocating of the Finance Section within the confines of Room 1D70 would alleviate the dire need for additional space.

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WARNING NOTICE
INTELLIGENCE SOURCES
METHODS INVOLVED

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Insurance Branch Additional Space Requirements

For FY-83 and FY-84

1. In addition to space currently occupied by the Insurance Branch, the Branch has the following space requirements for FY-83 and FY-84:

a. Work Stations - 500 square feet.

This additional space will allow for the placement of four individuals whose work stations are in an inner corridor which is not intended for use as office space.

b. Storage Requirements - 300 square feet.

Currently the Branch has voluminous material which is stored in scattered locations throughout the branch. During a recent safety inspection we were advised that a great deal of our storage was unsafe and a potential fire hazard. This was particularly true in our file room vault. Additional storage space for unclassified material would alleviate a great deal of our storage problem.

c. Word Processing Equipment - 150 square feet.

Once word processing equipment is approved IB will have space requirements to house the base unit and printers as part of the overall word processing configuration.

12 November 1982

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MEMORANDUM FOR:

FROM:

Chief, Personal Affairs Branch

SUBJECT: Space Allocation in PAB

There exists in PAB two immediate and urgent space requirements. First, this Branch has been designated to receive a trainee in the near future and it is planned that that individual will remain in the Branch for a minimum of one year. This individual will of course require space and there simply is none available that offers any minimum amount of privacy and that is not already being occupied approximately 50% of the time by a part-time employee. To satisfy this requirement we must have at least a room 9' x 8' which is 72 sq. ft. of floor space.

2. Second, the PSAS officer and those who visit her with very personal and sensitive needs must use a space which affords no privacy. The individual must in fact sit in a doorway open to the view of all who come into the Branch. This situation is further aggravated by the fact that there is only a half partition between the PSAS officer and the EAF officer which again greatly reduces any privacy effect. The PSAS office currently is 7' x 10' and should be at least 10' x 10' complete with floor to ceiling walls and a door that can be closed. The increase in floor space would be 30 sq. ft.

3. Of lesser urgency but nevertheless of extreme importance to the effective and smooth running of the office are the following space requirements:

a. We currently have no space for the WANG that we have been told will be placed in our office and is greatly needed. The estimated space requirement for that machine and an operator is 25 sq. ft.

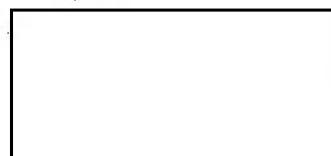
b. We currently have three filing cabinets sitting in what is designated hall space. The presence of these files creates a significant if not a major safety and fire hazard. They should be removed from the hall space and properly placed. Unfortunately there is currently no space available in the Branch. To satisfy this requirement 24 sq. ft. of space is needed.

c. We currently have boxes of materials placed under desks, in the corner, on the floor etc. These boxes are unsightly, detract from the professionalism of the office, and are a safety and health hazard. To relieve this problem a minimum

of 9 sq. ft. of floor space is required.

d. Of less importance is a need for more seating space for those who come into the Branch for exit processing. We currently have three chairs available to those individuals and that is sufficient most of the time. There are occasions, however, when those exiting the Agency come into the office all at once and during those times the seating space is not sufficient. Space for two more chairs, 6 sq. ft., would satisfy that requirement.

In summary we have an immediate and urgent need for 102 sq. ft. of floor space and a lesser but still significant requirement for 152 sq. ft. of floor space. The combined requirement is 254 sq. ft.



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ROUTING AND TRANSMITTAL SLIP

11/15/82

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DC / BSD (info)	Q	11/15/82
2. DC / Pers ISP (info)	E	11/15/82
3. T - Copy to 2 space file		11/15/82
4. BSD File		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Original to OP/BSD Off.
 on 12 Nov. No requirements
 reported for RAD or CAD.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
 clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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